

## Chapter Officers, Duties and Responsibilities

It is understood that every Chapter may not have every position listed here simply because of Chapter size. However, all Chapters are required as a minimum to have a Commander, Lieutenant Commander and Adjutant. As Chapters numbers and activities increase, more positions will be needed not only to carry out the goals and purpose of the Military Order of the Stars and Bars, but also to train new leadership for the future.

**Chapter Commander:** He has a unique responsibility to provide leadership, to encourage, assist, guide, maintain esprit de corps, and above all, to work to achieve harmony within the Chapter, State Society, National MOS&B as well as other organizations and groups with which the Chapter has a relationship. The Chapter Commander presides at all meetings or delegates his subordinates to preside. He appoints all committees with input from others that he feels necessary to help run the Chapter.

**First Lieutenant Commander:** This officer is second only to the Commander in responsibility. He presides in the absence of the Commander. Upon resignation or death of the Commander, the First Lieutenant Commander automatically becomes Chapter Commander. He also serves as the program chairman for the Chapter. In most Chapters it is assumed that he will succeed the Commander if he has proven himself equal to the task in the eyes of his fellow members.

**Second Lieutenant Commander:** This officer is third in responsibility and upon a vacancy in the position of First Lieutenant Commander succeeds to that post. He may serve as the publisher of the Chapter newsletter, direct activities of the editor, and coordinates the printing of Chapter publications such as a Chapter Handbook. He develops ideas and programs to raise funds for the Chapter treasury and for special purposes and projects which he may be assigned.

**Adjutant:** The Adjutant maintains all Chapter records, prepares Chapter rosters with the assistance of the Chapter Treasurer, prepares and submits all reports such as the Annual Chapter Report to the various Society, Department and National Headquarters. He records the minutes of all Chapter meetings, submits approved Applications for membership in the Chapter to the Society Genealogist, maintains current membership Applications, MOS&B information pamphlets, prospective members list, grave location forms, etc. He also conducts Chapter correspondence as required.

**Treasurer:** The Treasurer is responsible for the Chapter's financial records and reports. These responsibilities include the receiving of all monies paid to the Chapter, such as dues and dispersing them to the right channels, paying all bills incurred by the Chapter, keeping an account of all financial transactions of the Chapter, and handling all banking business for the Chapter. In many Chapters these treasury duties are combined with the Adjutant.

**Chaplain:** The Chaplain offers prayers at the opening of the Chapter Meeting and the MOS&B Benediction at the close of the meeting, serves at Memorial Services, Roll of Honor Services, graveside services, grave markings, and other occasions when it is appropriate, to ask for Divine Guidance.

**Historian:** The Historian is responsible for maintaining the Chapter scrapbook and acting as the recorder of Chapter history. He may be asked to submit the Chapter Scrapbook for the National Convention. The position may be combined with another officer in some Chapters.

**Judge Advocate:** The Judge Advocate is the Chapter legal advisor and acts as parliamentarian at official Chapter sessions. If an attorney is a Chapter Member then it would be useful for him to fill this role.

**Genealogist:** The Chapter Genealogist should be available to help any new potential member in filling out his Application for Membership or any current member doing the same with a Supplemental Ancestor. He should be familiar with local, state and national archives and libraries where genealogical research is found. He should be competent in using the Internet and be familiar with sources to help in genealogical research.

**Color Sergeant:** The Color Sergeant serves in Memorial Services, Roll of Honor, special programs and parades as the arranger and/or principal color bearer for the National and Confederate flags. He will lead the membership at Chapter meetings in the Pledges/Salutes of Allegiance to the National, State and Confederate flags. At all Chapter functions he acts as Sergeant at Arms with the responsibility to maintain order and decorum.

**Quartermaster:** The Quartermaster is responsible for the care and maintenance of the Chapter flags, supplies and equipment, and ensures its availability as necessary at Chapter meetings, Memorial Services, Roll of Honor, funerals, parades, and other functions in which the Chapter takes part.

**Executive Council:** The Executive Council is composed of all elected Chapter Officers as well as the Past Chapter Commanders for the previous four years. Working as a team under the commander's leadership, they shall be responsible for the overall long range direction of the Chapter and are deeply involved in planning the Chapter's programs and activities. Matters of major importance concerning the Chapter's future should be brought before this council before presentation to the Chapter.

**Succession:** Every officer has a unique and special responsibility to preserve and maintain custody of all Chapter records generated during his term of office or entrusted to his care. Upon his departure from office, he is required to turn over to his successor, in good order, all records in his possession. In the absence of an immediate successor, such records shall be turned over to the Adjutant until a new officer is selected as in the case of elected Chapter officers.

## Possible Chapter Committees

In the beginning, with new Chapters, with possibly as few as five members as is the minimum required for a Charter, the few will be asked to do more than in the case of our larger Chapters. These are some committees that the Chapter should have as their membership grows and activities increase.



### *A New Chapter Celebrates Its Chartering*

**1. Membership Committee:** If a Chapter does not continue to grow, most likely, it will not survive. Growth comes by recruiting and retaining Members by having regularly scheduled interesting programs and activities to keep everyone involved.

The Committee should be present to hand out Applications at all appropriate meetings, stay in contact with the Camp Adjutant to find out if any new members had ancestors making others eligible for the MOS&B, and promoting the Legacy Program to recruit Sons and Grandsons of current Members. Attending genealogical seminars, UDC, SAR and other appropriate patriotic and heritage meetings with MOS&B Applications available is also recommended.

**2. Finance (Ways and Means) Committee:** This committee is responsible for any Chapter fundraising activities, sales and the development of any other financial programs. They should help develop a yearly budget with the Officers to budget for supplies, refreshments, speaker donations, and decorations for the annual Jefferson Davis Banquet held in June.

**3. Auditing Committee:** Once per year it is advisable to appoint an Auditing Committee to investigate the use of Chapter funds for the protection of the Officers as well as the members. Chapters may have a Certified Public Accountant or bookkeeper in their Chapter who will volunteer. Before administrations change, the finances should be reviewed.

**4. Nominating Committee:** Three months prior to the election of Chapter Officers, a Nominating Committee should be appointed by the Commander, Executive Committee or as specified in the Chapter Constitution and Bylaws. This Committee should attempt to include one of the Past Chapter Commanders. They should present to the Chapter a slate of officers for the Chapter's approval on a set election date as provided in the Chapter Constitution and Bylaws.

**5. Heritage Committee:** This Committee is responsible for marking, repairing and decorating Confederate graves. They should work closely with responsible governing agencies to insure historical sites and graves are maintained and protected. They may also monitor activity in the community so that heritage violations can quickly be identified and the information provided to the local, State Society and National membership as soon as possible for an appropriate response.



*Chapter Members repair a broken CSA Officer's headstone and add a protective fence*



***A new tablet marker is placed by a Chapter to honor a local Confederate Nurse who saved countless soldiers lives.***



***Local Chapter Members Pose after a Memorial Service for an Unknown TN CSA Soldier.***